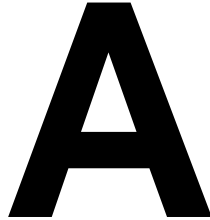# ALABAMA STATE COUNCIL ON THE ARTS
FINAL REPORTING FORMS
For Organizational Grants

A

Use this form to report final expenditures for all organizational grants

NOTE: Arts In Education grants require the completion of a supplemental form, which is attached.

INSTRUCTIONS

The forms in this packet are for use by organizations and government entities. Use FINAL REPORT FORM B-1 if you are reporting expenditures for a fellowship grant; FINAL REPORT FORM B-2 if you are reporting expenditures for a folk arts apprenticeship; FINAL REPORT FORM B-3 if you are reporting expenditures for a grant made to an individual, or if you are reporting expenditures for a technical assistance grant.

Print or type the requested information.

REMINDERS

Final reports are due thirty (30) days following the completion of the funded project or activity. If your organization will be filing a report after August 1, it is imperative to inform your program manager to insure that funds are encumbered for your grant. Funds may not be available for payment requests that are received after September 1.

Final reports are considered late if they are received more than 30 days after the project date specified in the grant application. We cannot process additional grants for your organization if final reports are late or you fail to file a final report. You will be ineligible for future grants until a final report is received. **Cancelled checks and/or invoices for project expenditures totaling the grant amount plus the required match must be included in order for the report to be complete. A notarized statement of expenditures will be accepted if cancelled checks are not available within the 30-day reporting time frame.** In-kind services that are part of the match must be documented. Call your program manager if you have questions.

You are required to maintain all records, including cancelled checks, associated with this grant for a period of three (3) years following the submission of your final report.

Mail, along with supporting material to:

Final Report Processing
Alabama State Council on the Arts
201 Monroe Street, Suite 110
Montgomery, AL 36130-1800

ALABAMA STATE COUNCIL ON THE ARTS
STAFF DIRECTORY

Telephone: 334-242-4076   Fax: 334-240-3269
General Email: staff@arts.state.al.us
Web Site: www.arts.state.al.us

Program Managers

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ALABAMA STATE COUNCIL ON THE ARTS
FINAL REPORTING FORMS
For Organizational Grants

1. Name

2. Federal Identification Number:

3. Grant Award Number: Program Identification Number:

4. Amount of Grant:

5. Project Title:

6. What were the actual starting and ending dates for this project?

   Starting Date_____ Ending Date_____

Grantee and Project Race/Ethnicity: This information is collected at the request of our federal funding sources and will be reported for statistical purposes as a part of our reports on the expenditure of federal funds. If you have any questions or wish additional information, please call your program manager. Please use these codes to answer the following two questions.

   Code Characteristics:
   N   American Indian/Alaskan Native
   A   Asian/Pacific Islander
   B   Black, not Hispanic
   H   Hispanic
   W   White, not Hispanic
   M   Multi-Racial ("A 'Multi-Racial' organization is one that employs, is directed by, or represents people of various races or ethnicities, and hence may not specifically represent the cultures, traditions, or values of any particular race or ethnicity.")

7. Grantee Race/Ethnicity ("An organization should be racially classified according to the characteristics of its staff or its board of directors or its membership. That is, if at least half of its staff OR its board OR half of its membership belong to one of the listed racial groups, then the organization is to be coded with that race/ethnicity classification.")

   Which of the above codes best describes the race/ethnicity of your organization?

8. Project Race/Ethnicity ("Grantees should indicate if funded projects clearly emphasize or reflect the traditions or cultures of any particular race. Projects that do not clearly reflect the culture or traditions of a particular race should be coded as M.")
Which of the above codes best describes the race/ethnicity of your funded project?

ALABAMA STATE COUNCIL ON THE ARTS
FINAL REPORTING FORMS
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9. Income Summary - Please reference your grant application, Form 2, Section G, to complete the following chart)

Type of Income	Projected as Shown In Application	Actual Income
Revenue		
1. Admissions		
2. Contracted Services		
3. Other revenue		
Donations & Grants		
4. Corporate Support		
5. Foundation Support		
5a. Southern Arts Federation		
6. Other Private Support		
7. Government Support		
7a. Federal (includes NEA)		
7b. State (excludes ASCA grant)		
7c. County		
7d. City		
Other Income		
8. Applicant Cash		
9. Other		
9a. Other		
9b. Other		
Income Totals		
10. Total Income/Match (add lines 1-9)		
11. ASCA Grant	(request:)	(actual:)

10. Where major variations (20%) are noted between projected and actual amounts, please provide an explanation.

ALABAMA STATE COUNCIL ON THE ARTS
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11. Expenditure Summary (Projected Expense should appear as per your grant application Form 2, Section H. Attach appropriate documentation including cancelled checks or invoices totaling the grant amount plus the required match.)

Expense Category	Projected ASCA Grant	Cash Match	Actual Project Expenses	Projected Inkind	Actual Inkind
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
Total					

12. Where major variations are noted (20%) between projected and actual amounts, please provide an explanation.

13. Summary of Actual Income   OFFICE USE ONLY

Total ASCA Grant Amount	
Total Cash Income (from previous page #10)	
Total Inkind (from above)	
Total Project Income (add the above 3 categories)	

ALABAMA STATE COUNCIL ON THE ARTS
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14. Statistical Information. Provide your best estimate for the following: Projected figures are found on the application Form 2, Section B, Number 5.

	Proposed	Actual
How many full time paid persons (including staff and guest artists) were involved in this project?		
How many part time paid persons (including staff and guest artists) were involved in this project?		
How many active volunteers were involved in this project?		
Attendance: Include proposed attendance figures on application form and actual attendance figures.		
What were the total number of performances, exhibitions and activities included in computing the total attendance?		
How many educational services or components (including master classes, in-class workshops, lectures, tours, pre/post-performance discussions) were included in this project?		
How many schools benefited from this project?		
How many teachers benefited from this project?		
How many youth (under age 18) benefited from this project?		
How many artists participated in this project?		
What is the total number of individuals benefiting from this project?		
If there was an admission charge, what was the range of ticket prices?		

15. List all counties, schools, communities and groups that were involved in the implementation of this activity. Indicate by number if they are (1) located in an urban area (2) located in a rural area (3) located in a culturally underserved area or involved a culturally underserved group or art form, or (4) involved students or campus locations.

16. Your proposed application: (1) how did your project vary from your proposal, including your activities and accomplishments under this grant; (2) provide information on artistic quality and community involvement; (3) provide an evaluation of the project and the methods used to produce your evaluation; (4) address any portions of the project that did not meet expectations; and (5) provide ways that this grant furthered the mission and goals of your organization and the mission and goals of the state arts council.

Was the State Arts Council credited in your printed publicity materials? What method did you use to inform your legislators about the grant? In your narrative, please tell us about an outcome or achievement of which you are particularly proud?

17. Request for payment

Name:

Federal Identification Number:

Grant Award Number: Program Identification Number:

Total Grant Award: $

Total Grant Expenditures: $

Amount Received to date: $

Balance Requested: $

18. Organizations receiving funds from the Arts in Education Program (see Page 9) are required to provide additional attachments to this form.

19. Attach applicable supporting materials including programs and press clippings that document that you gave credit to the Alabama State Council on the Arts for their assistance with this project. Also enclose a photograph or slide of the activity that is suitable for publication.

20. The State Arts Council would like to include your board members and staff on our mailing list. to receive our quarterly magazine. Please attach a current mailing list.

21. **Certification:** I certify that the foregoing information is true and correct and that expenditures were incurred solely for the purpose of the above referenced grant.

_____   _____   _____
Print Name: Project Director   Signature   Date

_____   _____   _____
Print Name: Authorizing Official   Signature   Date

Date Final Report Received   _____

Program Manager Review   _____

Approved for Payment   _____

Please complete the duplicate form (with signatures) immediately following.
Copy 1 (ASCA Grant Files)   Copy 2 (State Comptrollers Office for Payment Processing)

ALABAMA STATE COUNCIL ON THE ARTS
FINAL REPORTING FORMS
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_____   _____   _____

Print Name: Project Director   Signature   Date

_____   _____   _____

Print Name: Authorizing Official   Signature   Date

Date Final Report Received   _____

Program Manager Review   _____

Approved for Payment   _____

Please complete the duplicate form (with signatures) immediately following.
Copy 1 (ASCA Grant Files)   Copy 2 (State Comptrollers Office for Payment Processing)

A-6
Copy 2 (State Comptrollers Office for Payment Processing)

ALABAMA STATE COUNCIL ON THE ARTS
FINAL REPORTING FORMS
For Organizational Grants
ARTS IN EDUCATION SUPPLEMENTAL INFORMATION

Recipients of Arts in Education grants are required to provide the following additional information that will be included in our reports to agencies which provided a portion of the funding for this grant. Attach this information to your completed Form A.

On separate sheets of paper, provide narrative answers to the following.
1. Briefly describe the residency/project/activity, your goals and any results. Did you produce a curriculum document, surveyor any other publication? If so, describe briefly. Please attach a copy.

2. What significant learning did students receive as a result of their participation in this residency/project/activity achieves?

3. Did this residency/project/activity help classroom teachers and students recognize connections between the arts and other curricular areas? (If yes, how?)

4. What were the highlights of the residency/project/activity for you? What aspects were particularly successful?

5. Describe the involvement of special needs students in this residency/project/activity. What was the impact?

6. Describe the residency/project/activity evaluation and/or documentation. Attach copies of articles, tapes, surveys, etc./activity evaluation and/or documentation. Attach copies of articles, tapes, surveys, etc.